



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program (Water Supply)

BRP WS 35A & B Permit to Install Vending Machine or Point-of-Use/Point-of-Entry Treatment Device at Ten or More Locations on One Distribution System

Instructions and Supporting Materials

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Introduction

Massachusetts Department of Environmental Protection (MassDEP) *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at www.mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of this permit?

This permit serves to protect the public's health and welfare through the control of any product or operation that comes into contact with public drinking water. These products and operations must be controlled to prevent contaminants from leaking into the drinking water as well as to ensure that the products and operations work as designed. This permit consists of an approval for the installation of one type of MassDEP approved vending machine or point-of-use (POU) treatment device or point-of-entry (POE) treatment device at 10 or more locations on the same distribution system. Legislative authority for this permit is stated in MGL Chapter 111, Section 160A. The Regulatory authority for this permit is stated in 310 CMR 22.04 and 310 CMR 22.23 of the Drinking Water Regulations.

2. Who must apply?

Public Water Systems (PWS), facility owners, manufacturers or their designated representatives seeking approval for the installation of one type of vending Machine or POU/POE treatment device at 10 or more locations on the same distribution system. If less than 10 vending machines or POU/POE devices are to be installed on a distribution system, see application BRP WS30. POE devices that are installed solely to enhance the aesthetic quality of the drinking water, and meet the minimum requirements detailed in 310 CMR 22.23 (6), are not required to apply for this permit

3. What other requirements should be considered when applying for this permit?

In addition to this permit, it may also be necessary to apply for other Mass DEP water treatment permits, e.g. BRP WS 09, 21, 22, 23, 24, 25, 28, 29, or 34.

Note: These additional requirements are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

4. What is the application fee?

The fee structure associated with this approval is stated in 310 CMR 4.10(5)(ii)(1).

The application fee for BRP WS 35A (for vending machine) is \$1,630.
The application fee for BRP WS 35B (for POU/POE device) is \$1,630.

5. Where should this application be submitted?

Submit: a) the completed **BRP WS Application** form; b) the completed **original copy** of the **MassDEP Transmittal Form for Permit Application and Payment**; and, c) any required supporting documentation to:

See <https://www.mass.gov/service-details/massdep-regional-offices-by-community> to find the mailing address for the regional office for your town. At the bottom of the address label please type: **Attn: Drinking Water Program**.

6. Where should I send the fee payment for this application?

Submit the applicable fee payment and a **copy** of the **Mass DEP Transmittal Form for Permit Application and Payment** to:

**Mass DEP
P.O. Box 4062
Boston, MA 02211**



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7. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

8. What is the annual compliance fee?

Currently, there is no annual compliance assurance fee for this permit.

9. How long is this permit in effect?

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Mass DEP determines that the product or operations continue to protect the public health and welfare.

10. How can I avoid the most common mistakes made in applying for this permit?

- a. Fill in all information on the **BRP WS Application** form.
- b. Attach all requested material (with the exception of the permit fee) on the Application Completeness Checklist to the **BRP WS Application**.
- c. Make sure that the **BRP WS Application** submittal package, including the Application and Completeness Checklist, and the original copy of the **MassDEP Transmittal Form** is submitted to the appropriate office of Mass DEP.
- d. Submit fee and one copy of the **MassDEP Transmittal Form** to: Mass DEP, P.O. Box 4062, Boston, MA 02211. DO NOT submit your **BRP WS Application** package with your payment.

11. What are the regulations that apply to this permit?

Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- The Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- BRP WS Application form is completed.

The following should also be submitted:

- A cover letter explaining the request;
- Approval letter from Massachusetts Board of Plumbers and Gas Fitters, if required for unit;
- Approval letter from Massachusetts Department of Environmental Protection for Vending Machine or POU/POE Model;
- Cleaning and maintenance schedule; and,
- Identification of certified operator for system.

To submit the application package:

- Send one copy of the application along with the original copy of the Mass DEP Transmittal form to:

Mass DEP

_____ * Regional Office
Attn: Drinking Water Program

*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

- Send fee of \$1,630 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the Mass DEP Transmittal Form to:

Mass DEP
P.O. Box 4062
Boston, MA 02211